



**pennsylvania**  
OFFICE OF OPEN RECORDS

**IN THE MATTER OF**

**SHERYL REESE,**  
**Requester**

**v.**

**BATH BOROUGH,**  
**Respondent**

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**Docket No.: AP 2023-1633**

On July 20, 2023, Sheryl Reese, directed that the above-captioned appeal be withdrawn. Per that request, the case is closed, and no final determination will be issued.

For the foregoing reason, Bath Borough is not required to take any further action. This correspondence shall be placed on the OOR website at: <http://openrecords.pa.gov>.

**ISSUED AND MAILED: July 20, 2023**

*/s/ Joshua Young*

\_\_\_\_\_  
APPEALS OFFICER  
Joshua Young, ESQ.

**From:** Sheryl Reese  
**To:** [DC, OpenRecords](#)  
**Subject:** [External] Appeal filed 7/17/2023  
**Date:** Thursday, July 20, 2023 7:26:38 AM

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***ATTENTION:*** *This email message is from an external sender. Do not open links or attachments from unknown senders. To report suspicious email, use the [Report Phishing button in Outlook.](#)*

On 7.17.2023, I filed an appeal regarding two right to know requests with the Borough of Bath due to non response.

Please withdraw my appeal. The borough has responded and requested an extension.

Thank you,  
Sheryl L. Reese  
484-358-6165

**From:** [no-reply@openrecordspennsylvania.com](mailto:no-reply@openrecordspennsylvania.com)  
**To:** [sheryllreese@gmail.com](mailto:sheryllreese@gmail.com)  
**Subject:** [External] PA Office of Open Records - Appeal Confirmation  
**Date:** Monday, July 17, 2023 7:38:56 AM  
**Attachments:** [oor\\_logo\\_email.png](#)

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You have filed an appeal of an agency's response to a request for records under the Right-to-Know Law.

<b>Name:</b>	Sheryl Reese
<b>Company:</b>	
<b>Address 1:</b>	PO Box 231
<b>Address 2:</b>	
<b>City:</b>	Bath
<b>State:</b>	Pennsylvania
<b>Zip:</b>	18014
<b>Phone:</b>	484-358-6165
<b>Email:</b>	sheryllreese@gmail.com
<b>Email2:</b>	
<b>Agency (list):</b>	Bath Borough
<b>Agency Address 1:</b>	121 South Walnut Street
<b>Agency Address 2:</b>	
<b>Agency City:</b>	Bath
<b>Agency State:</b>	Pennsylvania

<b>Agency Zip:</b>	18014
<b>Agency Phone:</b>	610-837-6525
<b>Agency Email:</b>	bradford.flynn@boroughofbath.org
<b>Records at Issue in this Appeal:</b>	A copy of all Code Enforcement citations issued in the Borough of Bath for the period of January 1, 2023 until July 9, 2023, filtered by month, issuing officer, and citation type. A copy of each citation issued. All salary compensation, 2023 year to date, for each person who has issued a code enforcement citation.
<b>Request Submitted to Agency Via:</b>	e-mail
<b>Request Date:</b>	07/09/2023
<b>Response Date:</b>	
<b>Deemed Denied:</b>	Yes
<b>Agency Open Records Officer:</b>	Bradford Flynn
<b>Attached a copy of my request for records:</b>	Yes
<b>Attached a copy of all responses from the Agency regarding my request:</b>	Yes
<b>Attached any letters or notices extending the Agency's time to respond to my request:</b>	Yes
<b>Agree to permit the OOR additional time to issue a final determination:</b>	30 Days

**Interested in resolving this issue through OOR mediation:**

No

**Attachments:**

- Gmail - Right to Know Requests.pdf
- RTKRequestForm2023.pdf
- RTKRequestFormRTK#2.pdf
- Right to know January 17 2023.pdf

**I requested the listed records from the Agency named above. By submitting this form, I am appealing the Agency's denial, partial denial, or deemed denial because the requested records are public records in the possession, custody or control of the Agency; the records do not qualify for any exemptions under § 708 of the RTKL, are not protected by a privilege, and are not exempt under any Federal or State law or regulation; and the request was sufficiently specific.**



# Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Borough of Bath (Attn: AORO)

Date of Request: 7/9/2023 Submitted via:  Email  U.S. Mail  Fax  In Person

### PERSON MAKING REQUEST:

Name: Sheryl L. Reese Company (if applicable): \_\_\_\_\_

Mailing Address: PO Box 231

City: Bath State: PA Zip: 18014 Email: sheryllreese@gmail.com

Telephone: 484-358-6165 Fax: N/A

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

Please provide a copy of all Code Enforcement citations issued in the Borough of Bath for January 1, 2023 until July 9, 2023 (YTD). Please provide a report, filtered by month, issuing officer and citation type. Please provide a copy of each citation issued. I am also requesting all salary compensation, 2023, year to date for each person who has issued a code enforcement citation.

**DO YOU WANT COPIES?**  Yes, printed copies (default if none are checked)  
 Yes, electronic copies preferred if available  
 No, in-person inspection of records preferred (may request copies later)

Do you want certified copies?  Yes (may be subject to additional costs)  No  
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than  \$100 (or)  \$0.00.

### ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$ \_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.  
More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Feb. 3, 2020



# Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Borough of Bath (Attn: AORO)

Date of Request: 7/9/2023 Submitted via:  Email  U.S. Mail  Fax  In Person

### PERSON MAKING REQUEST:

Name: Sheryl L. Reese Company (if applicable): \_\_\_\_\_

Mailing Address: PO Box 231

City: Bath State: PA Zip: 18014 Email: sheryllreese@gmail.com

Telephone: 484-358-6165 Fax: N/A

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

Please provide a full electronic copy of all Ordinances adopted by the Borough of Bath Council from 2015 until 2023.

- DO YOU WANT COPIES?**  Yes, printed copies (*default if none are checked*)  
 Yes, electronic copies preferred if available  
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies?  Yes (*may be subject to additional costs*)  No  
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

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Form updated Feb. 3, 2020



Sheryl Reese <sheryllreese@gmail.com>

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## Right to Know Requests

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**Sheryl Reese** <sheryllreese@gmail.com>  
To: Bradford Flynn <bradford.flynn@boroughofbath.org>

Sun, Jul 9, 2023 at 7:12 PM

Please see attached.

Sheryl L. Reese

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### 2 attachments



**RTKRequestForm2023.pdf**  
1656K



**RTKRequestFormRTK#2.pdf**  
1655K

**From:** [no-reply@openrecordspennsylvania.com](mailto:no-reply@openrecordspennsylvania.com)  
**To:** [DC, OpenRecords](#)  
**Subject:** [External] Open Records Website: Contact  
**Date:** Monday, July 17, 2023 10:25:17 AM  
**Attachments:** [oor\\_logo\\_email.png](#)

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A user from the public website sent the following:

<b>Name:</b>	Sheryl Reese
<b>Address:</b>	PO Box 231 Bath, PA 18014 United States
<b>Phone:</b>	484-358-6165
<b>Mobile:</b>	
<b>Email:</b>	sheryllreese@gmail.com
<b>Comments:</b>	I filed an appeal for open records this morning. I attached 4 files to the appeal. Three are relevant the fourth was mistakenly attached. It was for a Right to Know Request from January 17, 2023, and should be disregarded. I don't see any way to amend my filing, so I am just reaching out this way.